Team Norms

**Code of Conduct:**

* Treat others respectfully
* Do not be judgmental
* Stay focused and on task

**Communication Methods:**

* Communicate frequently
* No slang or E mail writing
* Communicate clearly

**File Management:**

* Manage files using correctly
* Use initials to save files
* Put files in the correct storage device

**File Revision:**

* Revise through files carefully
* Make sure the file has no mistakes

**Making Decisions:**

* Take time when making decisions
* When choosing a solution make sure it is innovative and practical
* Both teammates should agree

**Disagreements:**

* If at all possible, combine both disagreeing solutions
* Alter each other’s ideas so they will work more efficiently